

## IN-STATE TRAVEL for 21<sup>st</sup> CCLC Grantees

### Per Diem Reimbursement and Overnights

#### Overnights

- |                                    |                              |
|------------------------------------|------------------------------|
| • 7.5-12 hours                     | \$13.00 (Leave before 4:30)  |
| • 12.5-24 hours                    | \$26.00 (Leave before 12:00) |
| • Overnight and return before Noon | \$13.00                      |
| • Overnight and return after Noon  | \$26.00                      |

#### Daily Per Diem breakdown

Breakfast	\$6.50
Lunch	\$6.50
Dinner	\$13.00
Total	\$26.00 a day

\* You will not be reimbursed for any meals which are provided to you, even if you choose not to partake in the meal(s) provided.

### Hotel Room Rates

Marion County Hotels (Indianapolis Address)	\$87.00 + Tax = \$111.55 (estimated)
Outside of Indianapolis/Marion County Hotels	\$89.00 + Tax = \$102.35 (estimated)
Out of State Hotels	Lowest conference rate

***Please note that hotels costs can only be charged to the grant if the one-way mileage to the event location is more than 50 miles.***

### Mileage

Rate is \$.44 cents per mile

\* IDOE will only reimburse the shortest distance per MapQuest. Whether the shortest distance is from station or home to the destination, mileage must be calculated from that address, regardless of where the trip actually started.

### Parking

For parking in downtown Indianapolis should first be arranged through the state parking garages, if available.

## **Indiana Out-Of-State Travel Policy for 21<sup>st</sup> CCLC Grantees**

### **Per Diem Reimbursement for Overnights**

- |                                    |                              |
|------------------------------------|------------------------------|
| • 7.5-12 hours                     | \$16.00 (Leave before 4:30)  |
| • 12.5-24 hours                    | \$32.00 (Leave before 12:00) |
| • Overnight and return before Noon | \$16.00                      |
| • Overnight and return after Noon  | \$32.00                      |

### **Daily Per Diem breakdown**

Breakfast	\$8.00
Lunch	\$8.00
Dinner	\$16.00
Total	\$32.00 a day

\* You will not be reimbursed for any meals which are provided to you, even if you choose not to partake in the meal(s) provided.

**Out of State expenses that will be covered and amounts (where applicable) that can be charged to the 21<sup>st</sup> CCLC grant are noted below. Please remember that receipts MUST be on file for any expenses tied to payments for these items:**

- Conference registration fees
- Taxis (including tips)
- Hotel rooms – lowest rate possible
- Airport Parking up to \$9.00 a day
- Mileage to and from airport (Starting from the office location of the traveler unless the traveler's home is closer than 12 miles to the airport).
- Internet costs for work related use only.
- \*\*\* The State does not pay for rental cars unless one is proven to be absolutely necessary.
- \*\*\*If one chooses to travel by car instead of flying there must be a round trip cost analysis completed to determine which mode of travel is less expensive.